

Small/Very Small Plant Guide

Applying for a State Grant of Inspection For Meat and Poultry Establishments



Missouri Department of Agriculture
Missouri Meat and Poultry Inspection Program

An Introduction from the Missouri Meat and Poultry Inspection Director

The Missouri Department of Agriculture (MDA)/Meat and Poultry Inspection Program (MMPIP) in cooperation with the United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS), is responsible for inspecting meat and poultry products for safety, wholesomeness, and proper labeling. State inspection personnel are present at all times during inspected slaughter, and for at least part of each day in establishments that further process inspected meat and poultry products. The purpose of this fact sheet is to broaden your knowledge of the MMPIP inspection program and the requirements for applying for, and receiving, a State Grant of Inspection.

Meat inspection became law under the Federal Meat Inspection Act of 1906, which requires inspection of red meat products sold in interstate and foreign commerce. The Act established strict sanitation requirements for plants and calls for examination of all labels for truthfulness and accuracy. In 1968, the Poultry Products Inspection Act extended the same provisions to poultry inspection. With the adoption of the Federal Meat and Poultry Acts, (21 CFR 301-302.10) and by maintaining an “equal to” status with USDA/FSIS, MMPIP is allowed to inspect meat and poultry sold in intrastate commerce.

MMPIP inspection assures the consumer that meat and poultry products are clean, safe, and wholesome for human consumption at the time of purchase. This involves inspection of the live animal, carcass, internal organs, plant facilities, equipment, personnel, and transportation system.

In 1996, FSIS issued the Pathogen Reduction/Hazard Analysis Critical Control Point (HACCP) final rule. As the name implies, there are two components to the 1996 rule: the reduction of pathogens and the development and implementation of HACCP systems. Today, all state and federally inspected meat and poultry establishments are operating under a HACCP system and all new establishments must have a HACCP inspected meat, or poultry, system developed before receiving a grant of inspection. HACCP allows establishments to identify food safety hazards that are reasonably likely to occur in the process or type of product being produced, and establish points of control to prevent adulteration from occurring. MMPIP inspection personnel verify that an establishment has developed and is implementing the HACCP system as designed.

The HACCP final rule also requires the development and implementation of Sanitation Standard Operating Procedures (SSOPs). These programs are intended to prevent direct product contamination or adulteration, and focus on pre-operational and operational activities. Every establishment must develop, implement, and maintain effective SSOPs. FSIS has developed generic HACCP and SSOP plans to aid prospective applicants in developing these required components. The order form (attachment 5) is enclosed for your use or you may access this information from the FSIS internet website at: www.fsis.usda.gov

The inspection process starts with the live animal. Ante-mortem inspection involves a visual and physical evaluation of the live animal, prior to slaughter, to identify any conditions that may indicate disease or illness. Humane handling is also a primary concern. Strict guidelines are in place and are strongly enforced to prevent the mishandling of animals. MMPIP inspection personnel are responsible for conducting a thorough examination of all slaughtered animals. The Post mortem inspection allows inspection personnel to further evaluate the health of the carcass and tissues.

The inspection system continues throughout the entire processing segment of the industry, including both raw and fully cooked products. Inspection personnel are responsible for verifying that an establishment is maintaining sanitary conditions and following all food safety related procedures and labeling regulations.

Meat and poultry production is the most highly regulated food industry. FSIS is responsible for developing rules and regulations for the production of wholesome and safe foods. In cooperation with FSIS, MMPIP provides regulatory oversight at state inspected establishments during the day-to-day production of these products.

As you begin the process of applying for a State Grant of Inspection, MMPIP personnel located at the Missouri Department of Agriculture, in Jefferson City, Mo., and other locations within the state, are available to assist you with the application process and to answer any questions you might have concerning HACCP and SSOP regulatory requirements (see attached list for locations and phone numbers). Valuable information for small/very small plants can also be obtained at the USDA/FSIS website.

http://www.fsis.usda.gov/Small_Very_Small_Plants/index.asp

The combination of regulatory oversight and the commitment and dedication of you as a plant operator allows consumers to purchase and prepare meat and poultry products with confidence in the safety of these products. Food safety begins with the establishment, follows with regulatory verification, and ends with the consumer. We look forward to assisting you with this process and working together to ensure a safe, meat and poultry products supply.

Enclosures

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Inspection and Compliance Staff

Located throughout Missouri
Contact the Missouri Meat and Poultry Inspection Program
Phone: (573) 522-1242

GUIDELINES FOR OBTAINING A STATE GRANT OF INSPECTION FOR MEAT AND POULTRY ESTABLISHMENTS

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- STEP 3Obtain Approved Labels
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Inspection and MO Form 350-1347 Application for Label Approval and instructions
2. Additional Contacts for Assistance
3. Sample Letters for Approved Water and Sewage
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5. Food Safety Resources for Small and Very Small Plant Outreach

INTRODUCTION

These guidelines are intended to aid those who are contemplating applying for a State Grant of Inspection.

There are 7 basic steps required for obtaining State Meat and Poultry Inspection.

1. File an Application for Inspection
2. Facilities Must Meet Regulatory Performance Standards
3. Obtain Approved Labels and/or Brands
4. Obtain Approved Water Source Letter
5. Obtain Approved Sewage System Letter
6. Provide a Written Standard Operating Procedure for Sanitation
7. Provide a Written Hazard Analysis and HACCP Plan

Each of these steps is explained in the next few pages, providing general information to the applicant. In addition, links to the Federal Regulations are also provided, and are referenced throughout this document. You are encouraged to refer to the regulations as you review each step of the guidelines. If you require paper copies of the regulations, as referenced, contact the Missouri Meat and Poultry Inspection Program.

Upon receipt of your application and completion of all items the Director, or Designee, will conduct a review of the establishment.

STEP 1 File an Application

An example of the “Application for State Meat and Poultry Inspection” (MO Form 350-1359) and Instructions are included in Attachment 1. If you would like to submit an application, please contact the Missouri Meat and Poultry Inspection Program at (573) 522- 1242. Mail your completed application to the Missouri Meat and Poultry Inspection Program, Jefferson City, Mo.

In addition to completing the application, pay particular attention to item 10b. “Attach a Description of the Limits of the Establishment Premises that is to be under State Inspection.” This can be a written description or a drawing. If a drawing, place a North compass heading on the drawing.

Special note of instruction:

- ♦ Complete all of the sections and numbered items. If an item is not applicable enter “N/A” or none. If blocks 21 and 22 are not applicable, you must write “None.” N/A is not acceptable.
- ♦ Item 23 – You must develop a written Sanitation Standard Operating Procedure (SSOP) for the Establishment. See Step 6 in this package “Standard Operating Procedures for Sanitation.”

**See - Application for State Meat and Poultry Inspection
(MO Form 350-1359, dated 12/04)**

STEP 2 Facilities Must Meet Regulatory Performance Standards

Establishments that conduct operations under a Grant of Inspection from MDA's Meat and Poultry Inspection Program must conduct operations under the Provisions of Part 416. These requirements include the following Regulations – 416.2(a) (b) (c) (d) (e) (f) (g) (h) and Regulation 416.3

Code of Federal Regulations (CFR) Part 416

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr416_07.html

STEP 3 Obtain Approved Labels

After an application for inspection has been filed, an official plant number will be reserved upon request by the applicant. This number is used to identify all inspected and passed products prepared in the establishment. All carcasses from slaughtered animals must be ink-branded with the MO Inspection legend, which includes the plant number. All packaged meat products must have the MO Inspection legend, bearing the plants establishment number, printed on the label of the package. All labeling material must be MMPIP approved and on-hand before inspection will be granted.

See – Sample of MO Form 350-1347 and instructions

9 CFR Parts [316](http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr316_07.html), [317](http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr317_07.html), & [381.96 thru 381.144](http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr381_07.html)

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr316_07.html

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr317_07.html

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr381_07.html

See – Attachment 1

STEP 4 Obtain Approved Water Source Letter

If the water entering an establishment is supplied by a Municipal water supply system (i.e. city, county, or other public water system) the letter is issued by the Municipality, or the State Public Health Service or its county office. If the water is from a private water supply (such as a private well), the letter must be issued by the State Public Health Service or the appropriate county office. The letter should identify the source, state that the source is approved, and that the water is potable and meets tests prescribed by the Environmental Protection Agency in its “Drinking Water Standards.” In addition to the water approval letter, a current acceptable water laboratory sample report (water potability certification) must be on file before inspection is granted.

NOTE: If the water is supplied from private wells, the letter must state that the wells are on the premises of the establishment and are effectively protected from pollution.

See Attachment 3 – Sample Letter for Approved Municipal Water Supply

STEP 5 Obtain an Approved Sewage System Letter

State or Local health authorities can provide a letter stating that the plant's sewage system is acceptable. If State and Local authorities certify the water source, they may certify the sewage system in the same letter.

See Attachment 3– Sample Letter for Approved Sewage System

STEP 6 Provide a Written Standard Operating Procedure for Sanitation
(Sanitation SOPs)

Written Standard Operating Procedures for Sanitation (Sanitation SOPs) tailored to your plant will need to be developed before granting State Inspection.

See – CFR Parts [304.3\(a\)](http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr304_07.html), [416.11-416.17](http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr416_07.html)

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr304_07.html

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr416_07.html

See Attachment 4– Sample Sanitation Standard Operating Procedure (SSOP)

STEP 7 Provide a Written Hazard Analysis and HACCP Plan

A hazard analysis is the process used to determine the food safety hazards reasonably likely to occur in the production process and identifies the preventive measures that the establishment can apply to control those hazards. Whenever a hazard analysis identifies that one or more food safety hazards are reasonably likely to occur, a written HACCP plan shall be developed.

Note: You may utilize an outside consultant who is not employed by the establishment. Questions about the use of consultants may be answered by an MMPIP representative. Workshops are being conducted around the country and a self-study guide and video can be provided by USDA Outreach Program. Each State is also assigned a HACCP Coordinator to assist plants with the development of HACCP Programs.

The University of Nebraska coordinates registration for HACCP courses offered by the University of Nebraska, Kansas State University, South Dakota State University and the University of Missouri. Access the website below for current course dates and locations.

<http://animalscience.unl.edu/haccp/>

See – CFR Parts [304.3\(b\) and \(c\)](#) and [417](#)

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr304_07.html

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr417_07.html

See Attachment 2 – Additional Contacts for Assistance

GENERAL INFORMATION

Separation of Official Establishments

Each official establishment shall be separate and distinct from any unofficial establishment. Inspection will not be granted in any building in which any part of it is used as living quarters, unless the part for which inspection is requested is separated from such quarters by floors, walls, and ceilings of solid concrete, brick, wood, or similar material, and the floors, walls, and ceilings are without openings that communicate directly or indirectly with any part of a building used as living quarters.

See – CFR Parts [305.1](#), [305.2](#) and [381.26](#).

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr305_07.html

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.26.htm

Inauguration of Inspection

Prior to the inauguration of inspection, an examination of the establishment and premises will be made by inspection personnel.

See – CFR Parts [305.4](#) and [381.27](#)

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr305.4.htm

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.27.htm

Inspection Office

Office space shall be provided by official establishments, rent free, for use by the inspector and other MMPIP employees assigned to the establishment.. The space set aside for this purpose shall meet with approval of the Director, or designee. This space should be suitable for the storage of program supplies. At the discretion of the Director, or designee, inspection employees may share office space with the establishment, provided that MMPIP employees can complete their assignments in that area without obstruction.

See – CFR Parts [307.1](#), [307.2](#), [307.3](#), [381.27](#) and [381.36\(a\)](#)

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr307_07.html

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.27.htm

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.36.htm

Hours of Operation

The operator of the official establishment shall inform the inspector in charge (IIC) when work in each department has been concluded for the day, and provide the IIC with the day and hour when work will be resumed by the establishment. Whenever any product is to be overhauled or otherwise handled during unusual hours, the establishment operator shall notify the IIC a reasonable time in advance of the day and hour when such work will begin and such product shall not be handled prior to that time. No department, in which operations are being conducted, that requires inspection, will be operated except under the supervision of an MMPIP employee. Prior to the initial start of operations, you will be asked to provide a written schedule of the establishment's your hours of operation. An MMPIP official will contact you for that information.

See – CFR Parts [307.4](#) and [381.37](#)

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr307.4.htm

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.37.htm

Inspection Charges

Inspection service is provided free of charge for the first 8 hours per shift, Monday through Friday. Any work conducted over 8 hour shift, or any time past the initial 5 consecutive day period, will be charged to the plant at the prevailing hourly overtime rate. If the operator of the establishment requests inspection during odd hours, a minimum of 2 hours will be charged to the plant at the above rate. This rate is also charged if the plant works on any State or Federal holiday. Federal holidays are the first day of January, the third Monday of January, the third Monday of February, the last Monday of May, the fourth day of July, the first Monday of September, the second Monday of October, the eleventh day of November, the fourth Thursday of November, the twenty-fifth day of December and any other day designated as a holiday by Federal statute or Executive Order. When any of the above listed holidays fall on a weekday, that day becomes a holiday. When a holiday falls on a Saturday, the preceding work day (Friday) becomes a holiday. When a holiday falls on a Sunday, the next work day (Monday) becomes a holiday. State holiday schedules may differ somewhat from Federal holidays. **Contact MMPIP for current overtime rates.**

See – CFR Parts [307.5](#), [307.6](#), [381.38](#) and [381.39](#)

http://www.access.gpo.gov/nara/cfr/waisidx_07/9cfr307_07.html

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.38.htm

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.39.htm

Hours of Duty

The maximum time a slaughter inspector may be assigned daily to a post mortem inspection position is 6 hours per day, and the inspector shall not work more than a total of 8 hours per day. The 6 hour post mortem time, does not include time spent before and after slaughter operations, conducting ante-mortem, sanitation, and offal inspection; supervising disposal of condemned material, and preparing reports. Processing assignments shall not be more than 8 hours per day. Time used for meals is not included in counting the above hours. Lunch periods shall not be less than 30 minutes nor more than one hour. Lunch periods shall begin between the fourth and fifth hour of duty.

See – CFR Parts [307.4](http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr307.4.htm) and [381.37](http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.37.htm)

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr307.4.htm

http://edocket.access.gpo.gov/cfr_2007/janqtr/9cfr381.37.htm

Withdrawal of Inspection

Inspection may be withdrawn from an establishment where the sanitary conditions are such that its products are rendered adulterated, or for failure of the operator to destroy condemned products as required by the Act and regulations.

The assignment of inspectors may be temporarily suspended, in whole or in part, to the extent it is determined necessary to avoid impairment of the effective conduct of the program when the operator of any official establishment or any subsidiary therein, or any officer, employee, or agent of any such operator, or agency, threatens to forcibly assault or forcibly assaults, intimidates, or interferes with any MMPIP employee in, or on account of, the performance of his/her official duties.

The inspector in charge can withhold inspection (conditional withdrawal or suspension) and notify the establishment.

See - [Directive 5220.1](http://www.fsis.usda.gov/Regulations%20&%20Policies/5000%20Series-Program%20Services/index.asp)

<http://www.fsis.usda.gov/Regulations & Policies/5000 Series-Program Services/index.asp>

Attachment 1



STATE OF MISSOURI
DEPARTMENT OF AGRICULTURE
MEAT AND POULTRY INSPECTION PROGRAM
APPLICATION FOR STATE MEAT AND POULTRY INSPECTION

Collection of this form is voluntary. It is needed before state inspection of meat and poultry is granted. It is used to determine whether the applicant should be issued a grant of inspection. (9 CFR 304.1 and 9 CFR 381.16)

INSTRUCTIONS: Submit this application to the Director of the Missouri Meat and Poultry Inspection Program for applicable inspection requests. Complete all sections. If a section is not applicable enter "N/A" or "None." If additional space is needed for any item, attach sheet and number item.

SECTION I

1. DATE OF APPLICATION		2. TYPE OF APPLICATION <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE OF OWNER <input type="checkbox"/> CHANGE OF LOCATION <input type="checkbox"/> OTHER (specify) _____		3. TYPE OF INSPECTION REQUIRED <input type="checkbox"/> MEAT <input type="checkbox"/> POULTRY		4. EXEMPTED ACTIVITIES (SPECIFY)	
5. FORM OF ORGANIZATION <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COOPERATIVE ASSOCIATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER (specify) _____				6. IF CORPORATION; NAME OF STATE WHERE INCORPORATED			
				7. DATE INCORPORATED (MONTH AND YEAR)			
8. NAME OF APPLICANT (COMPANY NAME) AND MAILING ADDRESS (INCLUDE ZIP CODE)						9. TELEPHONE NUMBER ()	
10a. LOCATION OF PLANT AND MAILING ADDRESS IF DIFFERENT FROM ITEM 8 (INCLUDE ZIP CODE)						11. TELEPHONE NUMBER ()	
10b. ATTACH A DESCRIPTION OF THE LIMITS OF THE ESTABLISHMENT PREMISES THAT IS REQUESTED TO BE UNDER STATE INSPECTION (e.g., Diagram, written narrative, or schematic)							
12. NAME AND ESTABLISHMENT NUMBER OF OTHER ESTABLISHMENTS LOCATED IN THE SAME FACILITY				13. OTHER NAMES (IF ANY) UNDER WHICH BUSINESS WILL BE CONDUCTED			
14. DAYS PER YEAR PLANT WILL OPERATE		15. HOURS PER WEEK PLANT WILL OPERATE		16. HOURS PER DAY PLANT WILL OPERATE		17. MONTH AND YEAR WHEN PLANT WILL BE READY TO OPERATE UNDER INSPECTION PROGRAM	
EXEMPT	NON-EXEMPT	EXEMPT	NON-EXEMPT	EXEMPT	NON-EXEMPT	EXEMPT	NON-EXEMPT

SECTION II (TO BE COMPLETED FOR DOMESTIC INSPECTION ACTIVITIES)

SLAUGHTER	18. ANIMALS TO BE SLAUGHTERED WHEN INSPECTION IS INAUGURATED									
	<input type="checkbox"/> CATTLE <input type="checkbox"/> CALVES <input type="checkbox"/> SHEEP <input type="checkbox"/> GOATS <input type="checkbox"/> SWINE <input type="checkbox"/> EQUINES <input type="checkbox"/> YOUNG CHICKENS <input type="checkbox"/> MATURE CHICKENS <input type="checkbox"/> TURKEYS <input type="checkbox"/> GEESE <input type="checkbox"/> DUCKS <input type="checkbox"/> GUINEAS <input type="checkbox"/> OTHER									
PROCESSING	19. PREPARED OR PROCESSED WHEN INSPECTION IS INAUGURATED									
	<table border="0"> <tr> <td> TYPE OF PRODUCT <input type="checkbox"/> MEAT <input type="checkbox"/> POULTRY <input type="checkbox"/> BOTH </td> <td> a. <input type="checkbox"/> BREAKING/CUTTING (carcasses, primal cuts, whole poultry, poultry parts, etc.) b. <input type="checkbox"/> BONING (manual boning meat/poultry) c. <input type="checkbox"/> MECHANICAL DEBONING (mechanical deboning meat/poultry) d. <input type="checkbox"/> FABRICATING (roast, steaks, chops, ground beef, hamburger, etc.) e. <input type="checkbox"/> CURING (pork cuts, beef cuts, turkey, ham, etc.) f. <input type="checkbox"/> FORMULATING (fresh/cured sausages, loaves, poultry rolls, pattie mix, etc.) g. <input type="checkbox"/> COOKING/SMOKING (pork cuts, beef cuts, sausage, loaves, etc.) </td> <td> h. <input type="checkbox"/> CANNING (Shelf stable, perishable, cans, pouches, glass) i. <input type="checkbox"/> DRYING (pork cuts, beef cuts, sausage, dehydrated products) j. <input type="checkbox"/> CONVENIENCE ITEMS (entrees, dinners, pies, pizzas, etc.) k. <input type="checkbox"/> SLICING (bacon, luncheon meats, sausage, etc.) l. <input type="checkbox"/> FAT/SOILS (lard, tallow, shortening, margarine, etc.) m. <input type="checkbox"/> OTHER (specify) </td> </tr> </table>								TYPE OF PRODUCT <input type="checkbox"/> MEAT <input type="checkbox"/> POULTRY <input type="checkbox"/> BOTH	a. <input type="checkbox"/> BREAKING/CUTTING (carcasses, primal cuts, whole poultry, poultry parts, etc.) b. <input type="checkbox"/> BONING (manual boning meat/poultry) c. <input type="checkbox"/> MECHANICAL DEBONING (mechanical deboning meat/poultry) d. <input type="checkbox"/> FABRICATING (roast, steaks, chops, ground beef, hamburger, etc.) e. <input type="checkbox"/> CURING (pork cuts, beef cuts, turkey, ham, etc.) f. <input type="checkbox"/> FORMULATING (fresh/cured sausages, loaves, poultry rolls, pattie mix, etc.) g. <input type="checkbox"/> COOKING/SMOKING (pork cuts, beef cuts, sausage, loaves, etc.)
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STATE OF MISSOURI
DEPARTMENT OF AGRICULTURE
MEAT AND POULTRY INSPECTION PROGRAM
APPLICATION FOR STATE MEAT AND POULTRY INSPECTION

SECTION III

20. LIST ALL PERSONS RESPONSIBLY CONNECTED WITH THE APPLICANT. INCLUDE ALL OWNERS, DIRECTORS, HOLDERS OR OWNERS OF 10 PERCENT OR MORE OF VOTING STOCK, AND EMPLOYEES IN A MANAGERIAL OR EXECUTIVE CAPACITY IN THE BUSINESS. NOTIFY THE MISSOURI DEPARTMENT OF AGRICULTURE OF ANY CHANGES IN THE LISTING GIVEN.

NAME TITLE (Indicate if partner, manager)	SOCIAL SECURITY NO.	DATE OF BIRTH	PLACE OF BIRTH (City and State)	PRESENT HOME ADDRESS (Street and Number, City, State, Zip Code)	HOLDER OF 10% OR MORE VOTING STOCK (If Corp)	
					YES (✓)	NO (✓)

21. ENTER THE NAME OF EACH PERSON LISTED UNDER ITEM 22 WHO HAS BEEN CONVICTED IN ANY FEDERAL OR STATE COURT OF ANY FELONY. ENTER THE NAME OF EACH PERSON LISTED UNDER ITEM 22 WHO HAS BEEN CONVICTED IN ANY FEDERAL OR STATE COURT OF MORE THAN ONE VIOLATION OF ANY LAW, OTHER THAN A FELONY, BASED UPON THE ACQUIRING, HANDLING, OR DISTRIBUTING OF UNWHOLESOME, MISLABELED, OR DECEPTIVELY PACKAGED FOOD OR UPON FRAUD IN CONNECTION WITH TRANSACTIONS IN FOOD. INCLUDE THE NATURE OF THE CRIME, THE DATE OF CONVICTION AND THE COURT IN WHICH CONVICTED. IF NONE WRITE "NONE."

22. LIST EACH CONVICTION AGAINST THE APPLICANT (PERSON, FIRM OR CORPORATION) IN ANY FEDERAL OR STATE COURT OF ANY FELONY. LIST EACH CONVICTION AGAINST THE APPLICANT (PERSON, FIRM OR CORPORATION) IN ANY FEDERAL OR STATE COURT OF MORE THAN ONE VIOLATION OF ANY LAW, OTHER THAN A FELONY, BASED UPON THE ACQUIRING, HANDLING, OR DISTRIBUTING OF UNWHOLESOME, MISLABELED, OR DECEPTIVELY PACKAGED FOOD OR UPON FRAUD IN CONNECTION WITH TRANSACTIONS IN FOOD. INCLUDE THE NATURE OF THE CRIME, THE DATE OF CONVICTION AND THE COURT IN WHICH CONVICTED. IF NONE WRITE "NONE."

23. SANITATION STANDARD OPERATING PROCEDURES HAVE BEEN DEVELOPED FOR THE ESTABLISHMENT IN ACCORDANCE WITH §416.12 OF THE REGULATIONS (CHECK)

☐ YES ☐ NO

24. APPLICANT HAS BEEN PROVIDED WITH A COPY OF THE PRIVACY ACT NOTICE (CHECK)

☐ YES ☐ NO

AGREEMENT AND CERTIFICATION: If inspection is granted under the application, I (we) expressly agree to conform strictly to the Federal Meat Inspection Act (21 U.S.C. 601 et seq.), the Regulations Governing the Meat Inspection of the Missouri Department of Agriculture (9 CFR Part 301 et seq.), or the Poultry Products Inspection Act (21 U.S.C. 451 et seq.), and the Poultry Products Inspection Regulations (9 CFR 381 et seq.), or both. I CERTIFY that all statements made herein are true to the best of my knowledge and belief.

WARNING: Persons willfully making false, fictitious, or fraudulent statements or entries are subject to \$10,000 fine or imprisoned not more than five years or both as prescribed by Title 18 U.S. Code 1001.

This is an Equal Opportunity Program. If you believe you have been discriminated against because of race, color, religion, sex, national origin, age or disability, write immediately to the Secretary of Agriculture or the Administrator, FSIS, Washington, D.C. 20250.

25. TYPED NAME OF PERSON SIGNING APPLICATION	SIGNATURE AND TITLE OF OWNER, PARTNER, OR AUTHORIZED OFFICER MAKING THIS APPLICATION.
	26. SIGNATURE: 27. TITLE:

TO BE COMPLETED BY MDA

28. OFFICIAL NUMBER ASSIGNED/RESERVED EST _____ /P _____ I _____	29. DATE RECEIVED	30. DATE REVIEWED
31. SIGNATURE OF DIRECTOR OF MMPIP	32. DATE	

DIRECTIONS FOR COMPLETION OF MO 350-1359 (12-04)

Complete all sections. If a section is not applicable, enter "N/A" or "none". If additional space is needed for any item, attach a sheet and number the item.

1. Date of Application: Shall be the date on which the form is executed.
2. Type of Application: Check applicable block.
3. Type of Inspection Required: Check applicable block.
4. Exempted Activities: There are several possible entries:
 - a. Custom Slaughter (CS)
 - b. Custom Processing (CP)
 - c. Retail Exempt (includes restaurants) (RE)
 - d. Kosher (KO)
 - e. Islamic (IS)
 - f. Buddhist (BU)
 - g. Confucianist (CO)An applicant can show one or any combination of the seven, if necessary.
5. Form of Organization: Check applicable block.
6. State Where Incorporated: Self-explanatory.
7. Date Incorporated: Show month and year.
8. Name and Address of Applicant: Show official firm name and address.
9. Area Code and Telephone Number: Self-explanatory.
- 10a. Location of Plant and Mailing Address if Different from Item 8: If the mailing address of item 8 is a P.O. Box number, show location of the plant by street, number, miles from town or highway, etc.
- 10b. **Attach a Description of the Limits of the Establishment Premises that is Requested to be Under State Inspection: Self-Explanatory.**
11. Area Code and Telephone Number: Show plant's actual telephone number(s).
12. Name and Establishment Number(s) of Other Establishments Located in the Same Facility: Name of person(s) or firm name(s) and establishment number(s) which prepare products within the same facilities of the applicant identified on item 8.
13. Other Names Under Which Business will be Conducted: This refers to subsidiaries doing business under a different name than the applicant requesting inspection.

DIRECTIONS FOR COMPLETION OF MO 350-1360 (12-04) – CONTINUED

- *14. Day/Year Plant Will Operate: Self-explanatory.
- *15. Hours/Week Plant Will Operate: Self-explanatory.
- *16. Hours/Day Plant Will Operate: Self-explanatory.
- *17. Month and Year Plant will be Ready to Operate Under Inspection Program: Self-explanatory.
- * There can be overlapping exempt and non-exempt reporting, e.g., an applicant may have in section 16, 8 hours exempt and 8 hours non-exempt. This does not necessarily mean the plant is scheduled to work 16 hours.
- 18. Animals Slaughtered: Check applicable block(s).
- 19. Prepared or Processed When Inspection is Inaugurated: Check applicable block(s) for Meat, Poultry, or Both under type of project. If the "Both" block is checked, indicate whether the activity is for "M", "P", or "B" for entries A through M.
- 20. List of Responsible Persons: Shall include person signing the application, owners, officers, directors, managers, or others in an executive capacity. Be sure to show name, title, social security number, date and place of birth, home address and check in the space provided concerning holding of stock.
- 21. Person(s) Convicted of a Felony: Self-explanatory, if none, write none.
- 22. Convictions Against the Applicants: Self-explanatory.
- 23. Sanitation Standard Operating Procedures have been developed: Check applicable block.
- 24. Privacy Act Notice: Check appropriate block.
- 25. Person Signing Application: Applicant's name should be typed or printed.
- 26. Signature: Applicant needs to sign in ink.
- 27. Title: Title of applicant whose name appears in Block 25 and 26.
- 28 through 32: To be completed by MDA.

PRIVACY ACT NOTICE

The Privacy Act of 1974 (*5 U.S.C. 552a*) requires that certain information be given to you when you are requested to furnish personal information to a Government Agency. The required information is provided in this notice. The Act does not apply, however, to business information about your firm.

Authority for Requesting Information

Authority for requesting both personal and business information is contained in the Federal Meat Inspection Act (*21 U.S.C. 451 et seq.*), and the Poultry Products Inspection Act (*21 U.S.C. 451 et seq.*). Under these Acts, the Secretary of Agriculture is authorized to determine the fitness of applicants for or recipients of inspection service to engage in business requiring inspection. Your disclosure of personal information to aid in this determination is mandatory. The Acts also require full and complete disclosure of records and information showing the transactions of your business.

Purposes for Which the Information Will Be Used

This information is being requested to establish and record your identity as a responsible official of the business and to determine your fitness to receive a grant of inspection.

Routine Uses Which May Be Made of the Information

In appropriate situations, a report containing the information you furnish may be referred to other Federal, State, local, or foreign agencies charged with law enforcement or the investigation or prosecution of law violations.

Effects of Failure to Furnish Information

Failure to provide requested information may delay or interfere with your receiving inspection service and may result in civil penalties of \$100 per day against you or your business, as prescribed by 15 U.S.C. 50. In addition, persons making false, fictitious, or fraudulent statements or entries are subject to a \$10,000 fine or imprisonment for not more than 5 years or both, as prescribed by 18 U.S.C. 1001.

This information is required to complete block #24 of MO Form 350-1359.



MISSOURI DEPARTMENT OF AGRICULTURE
MISSOURI MEAT AND POULTRY INSPECTION PROGRAM
APPROVAL OF LABELS, MARKING OR DEVICE

Attachment 1

PAGE

OF

Information provided in items 6, 7, and 8 is exempt from mandatory disclosure under the Freedom of Information Act.
APPLICANT: See reverse for instructions.

1. APPLICANT OR AGENT NAME, ADDRESS, TELEPHONE NO.

2. ESTABLISHMENT NUMBER

()

3a. NAME OF PRODUCT

3b. HACCP PROCESS CATEGORY

4a. TYPE OF APPROVAL REQUESTED

- ☐ SKETCH
☐ TEMPORARY
☐ EXTENSION OF TEMPORARY
☐ FINAL

4b. WAS THE LABEL PREVIOUSLY APPROVED

- ☐ YES ☐ NO
Date of approval: _____
Prior approval number: _____
Number of labels on hand: _____
Number of days requested: _____

5a. AREA OF PRINCIPAL DISPLAY PANEL (SQUARE INCHES)

5b. TOTAL AVAILABLE LABELING SPACE FOR ENTIRE PACKAGE (SQUARE INCHES)

6. PRODUCT FORMULA

☐ PCT ☐ WEIGHT
(No Fractions)

7. PROCESSING PROCEDURES

(Approval of the sketch does not convey approval of the processing procedures)

TOTAL (Percent must total 100%)

8. NAME AND ADDRESS OF FIRM (BELOW AND BETWEEN DOTS)

9. SIGNATURE OF APPLICANT OR AGENT

DATE

10. CONDITIONS APPLYING TO USE OF LABELS OR DEVICE (FOR MMPIP USE ONLY)

MO 350-1347 (6-08)

APPLICATION MUST INCLUDE A SAMPLE OF LABEL (ATTACH TO SEPARATE SHEET OF PAPER).
DISTRIBUTION: WHITE - PLANT CANARY - MMPIP OFFICE

EQUAL OPPORTUNITY PROVIDER

Missouri HACCP Coordinators

Harold Treese (Contact)
Director, MO State Meat
Inspection Program
MO Dept. of Agriculture
1616 Missouri Blvd.
Jefferson City, MO 65102
Phone: (573) 751-3377
Fax: (573) 751-6919
Harold.Treese@mda.mo.gov

Beth Ewers (Coordinator)
Enforcement Investigation Analysis Officer
Missouri Meat and Poultry Inspection Program
Missouri Department of Agriculture
1616 Missouri Blvd.
Jefferson City, MO 65102
Phone: (573) 522-1242 or (573) 690-1733
Fax: (573) 751-6919
Beth.Ewers@mda.mo.gov

Dr. Andrew D. Clarke (Coordinator)
Associate Professor
256 Stringer Wing of Eckles Hall
Dept. of Food Science and Human Nutrition
University of Missouri
Columbia, MO 65211
Phone: (573) 882-2610
clarkea@missouri.edu

Trade Organizations

American Association of Meat Processors

<http://www.aamp.com/>

Missouri Association of Meat Processors

www.missourimeatprocessors.com

Additional FSIS Contacts for Assistance

Interactive Knowledge Exchange (IKE)

[http://www.fsis.usda.gov/FSIS Employees/IKE/index.asp](http://www.fsis.usda.gov/FSIS_Employees/IKE/index.asp)

Small Business Regulatory Enforcement Fairness Act (SBREFA)

<http://www.sba.gov/advo/laws/sbrefa.html>

FSIS Web Pages

FSIS Home Page

<http://www.fsis.usda.gov>

FSIS Code of Federal Regulations

<http://www.gpoaccess.gov/cfr/index.html>

FSIS Directive 5000.1 – Verifying an Establishment’s Food Safety

System – Revision 1 (95 pp)

http://www.fsis.usda.gov/regulations_&_policies/5000_Series-Program_Services/index.asp

HACCP Contacts and Coordinators

http://www.fsis.usda.gov/contact_us/_state_haccp_contacts_&_coordinators/index.asp

Small and Very Small Plants Page

http://www.fsis.usda.gov/Small_Very_Small_Plants/index.asp

Business and Partners Page

<http://www.fsis.usda.gov/business/index.asp>

Labeling and Consumer Protection Staff (LARC)

http://www.fsis.usda.gov/About_Fsis/labeling_&_consumer_protection/index.asp

Sign up for the FSIS e-mail alert service for up-to-date information at

http://www.fsis.usda.gov/news_&_events/email_subscription/index.asp

Guidance for Determining Whether a Poultry Slaughter or Processing Operation is Exempt from Inspection Requirements of the Poultry Products Inspection Act

http://www.fsis.usda.gov/Regulations_&_Policies/Compliance_Guides_Index/index.asp#Inspection

SAMPLE LETTER FOR APPROVED MUNICIPAL WATER SUPPLY

To: Inspector in Charge
XYZ Meat Packers, Inc.
1001 Main Street
Florence, Mississippi 39073

Dear Sir:

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Florence, Mississippi, is supplied water from the City of Florence Municipal Water Co., which is approved by the Mississippi State Public Health Service. This water is potable, and meets tests prescribed by the Environmental Protection Agency in its "Drinking Water Standards". Attached please find a current water potability certification and laboratory sample report from the Mississippi State Public Health Service Laboratory, Jackson, Mississippi.

Sincerely,

Mr. A. B. Clean

Mr. A. B. Clean
State Sanitarian

SAMPLE LETTER FOR APPROVED SEWAGE SYSTEM

To: Inspector in Charge
XYZ Meat Packers, Inc.
1001 Main Street
Florence, Mississippi 39073

Dear Sir:

I certify that XYZ Meat Packers, Inc., located at 1001 Main Street, Florence, Mississippi, is connected to the City of Florence Municipal Sewage System. I have inspected the plant disposal system and have found them to be acceptable to this department.

Sincerely,

Mr. A. B. Clean

Mr. A. B. Clean
State Sanitarian

SAMPLE – SANITATION STANDARD OPERATING PROCEDURE (SSOP)

XYZ Meat Packers, Inc. is a red meat processing establishment. This plant receives beef and pork for further processing. This plant cuts and grinds product and also packages it.

MANAGEMENT STRUCTURE

Owner –
Plant Manager –
Team Captains –

The Team Captains are responsible for implementing and daily monitoring of Sanitation SOP and recording the findings and any corrective actions. The Team Captains are responsible for training and assigning specific duties to other employees and monitoring their performance within the Sanitation SOP. All records, data, checklists, and other information pertaining to the Sanitation SOP will be maintained on file and made available to inspection personnel.

I. Preoperational Sanitation – Equipment and Facility Cleaning Objective

- A. All equipment will be disassembled, cleaned, and sanitized before starting production.
 - 1. Establishment sanitary procedure for cleaning and sanitizing equipment.
 - a. All equipment will have product debris removed.
 - b. Equipment will be rinsed with water to remove remaining debris.
 - c. An approved cleaner will be applied to equipment and properly cleaned.
 - d. Equipment will be sanitized with approved sanitizer and rinsed with potable water.
 - e. The equipment is reassembled.
 - 2. Implementing, Monitoring and Recordkeeping Team Captains perform daily organoleptic sanitation inspection after preoperational equipment cleaning and sanitizing. The results will be recorded on a Preoperational sanitation form. If found to be acceptable, the appropriate line will be checked. If corrective actions are needed, such actions will be documented.
 - 3. Corrective Actions. The Team Captains determines that the equipment on hand does not pass organoleptic examination, the cleaning procedure and inspections are repeated. The Team Captains monitor the cleaning of the equipment on hand and retrain employees if necessary. Corrective actions are recorded on Pre-Operational sanitation forms.
- B. Cleaning of Facilities including floors, walls, and ceilings.
 - 1. Cleaning procedures:
 - a. Debris is swept up and discarded.
 - b. Facilities are rinsed with potable water.
 - c. Facilities are cleaned with approved cleaner.
 - d. Facilities are rinsed with potable water.
 - 2. Cleaning of floors and walls are done at the end of each production day. Ceilings are cleaned as needed.
 - 3. Establishment monitoring. The Team Captain performs daily organoleptic inspection before operation begins. Results are recorded on a preoperational sanitation form.
 - 4. Corrective action When the Team Captain finds that the facilities do not pass organoleptic inspection, the cleaning procedures and inspections are repeated. The Team Captain inspects the cleaning of the facilities and retrain employees as needed. Corrective action to prevent direct product contamination or adulteration are Recorded on Pre-operational sanitation forms.

II. OPERATIONAL SANITATION—EQUIPMENT AND FACILITY CLEANING OBJECTIVE

- A. Processing is performed under sanitary conditions to prevent direct and cross contamination of the product.
 - 1. Sanitary procedures for processing.
 - a. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent contamination of products.
 - b. All equipment tables and other product contact surfaces are cleaned and sanitized throughout the day as needed.
 - c. Outer garments such as aprons and gloves are hung in designed areas when employees leave processing area. Outer garments are maintained in a clean and sanitary manner and are changed at least daily and more often if necessary.
 - 2. Monitoring and Recordkeeping. The Team Captains are responsible for ensuring that employees' hygiene practices, sanitary handling procedures and cleaning procedures are maintained. The Team Captain monitors the sanitation procedures during the day. Results are recorded on an Operational Sanitation Form daily.
 - 3. Corrective Action. The Team Captain identifies sanitation problems and stops production if necessary and notifies processing employees to take appropriate action to correct sanitation problems. If necessary, processing employees are retrained and corrective actions are recorded on Operational Sanitation form.

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE NUMBER _____ E-MAIL _____

FAX order to 202-690-6519 or mail order form to: USDA Food Safety and Inspection Service, Aerospace Bldg., 3rd Floor, Room 405, 14th and Independence Ave. S.W., Washington, DC 20250.

Please send the requested items free of charge to:



HACCP Outreach

HACCP Contacts and Coordinators

The Food Safety and Inspection Service (FSIS) of the United States Department of Agriculture has a network of HACCP contacts and coordinators in all 50 states, Washington, D.C., Puerto Rico and the Virgin Islands.

The contacts and coordinators work together to combine resources and make information available to all State and Federal plants. The contact/coordinator list is available on FSIS' Web site: www.fsis.usda.gov

HACCP Training Programs and Resources Database

FSIS and the Food and Drug Administration (FDA) created the HACCP Training Programs and Resources Database to support the educational information needs of industry and food service professionals implementing HACCP programs.

The Web site for the database is: www.nal.usda.gov/foodborne/haccp/index.shtml

The Web site also links to other Internet sources of HACCP information, such as Generic HACCP Models, regulations and training information.



For More Information

Small and Very Small Plant Outreach
USDA/FSIS
Aerospace Bldg., 3rd Floor, Room 405
14th and Independence Avenue S.W.
Washington, DC 20250
202-690-6520

To obtain free copies of the models or materials, write to the above address or FAX requests to 202-690-6519.

HACCP models and most materials are available on FSIS' Web site: www.fsis.usda.gov.

askFSIS for an inspection-related question
Web site: <http://askfsis.custhelp.com>

Additional Resources

Policy Development Division
(formerly Technical Service Center)
1-800-233-3935

USDA Meat and Poultry Hotline 1-888-MPHotline
(1-888-674-6854)

USDA/FDA Food Safety Information Center
National Agricultural Library/USDA 301-504-5840
FAX: 301-504-7680

Email: foodsafety@nal.usda.gov
Web site: <http://foodsafety.nal.usda.gov>

USDA Agricultural Research Service
For a Pathogen Modeling Program on its Web site: www.ars.usda.gov/naa/eromfs
International Meat and Poultry HACCP Alliance
979-862-3843
Web site: www.haccpalliance.org

Small Business Administration (SBA)
Office of the National Ombudsman
Answer Desk: 1-800-U-ASK-SBA
(1-800-827-5722)
Web site: www.sba.gov/aboutsba/sbaprograms/ombudsman/index.html

Food Safety Resources

for Small and Very Small Plants

2007

Protecting Public Health through Food Safety and Defense

USDA United States Department of Agriculture
Food Safety and Inspection Service
USDA is an equal opportunity provider and employer.



Food Safety Information for Small and Very Small Plants

Generic HACCP Models and Guidebooks

- HACCP-1: Guidebook for the Preparation of HACCP Plans [S]
- HACCP-3: Generic HACCP Model for Raw, Ground Meat and Poultry Products [S]
- HACCP-4: Generic HACCP Model for Raw, Not Ground Meat and Poultry Products [S]
- HACCP-5: Generic HACCP Model for Poultry Slaughter [S]
- HACCP-6: Generic HACCP Model for Mechanically Separated (Species) Mechanically Deboned Poultry [S]
- HACCP-7: Generic HACCP Model for Thermally Processed, Commercially Sterile Meat and Poultry Products [S]
- HACCP-8: Generic HACCP Model for Irradiation
- HACCP-9: Generic HACCP Model for Meat and Poultry Products with Secondary Inhibitors, Not Shelf-Stable [S]
- HACCP-10: Generic HACCP Model for Heat-Treated, Shelf-Stable Meat and Poultry Products [S]
- HACCP-11: Generic HACCP Model for Not Shelf-Stable, Heat-Treated, Not Fully Cooked Meat and Poultry Products [S]
- HACCP-12: Generic HACCP Model for Fully Cooked, Not Shelf-Stable Meat and Poultry Products [S]
- HACCP-13: Generic HACCP Model for Beef Slaughter [S]
- HACCP-14: Generic HACCP Model for Pork Slaughter [S]
- HACCP-15: Generic HACCP Model for Not Heat-Treated, Shelf-Stable Meat and Poultry Products [S]

Other HACCP Information

- The Hazard Analysis and Critical Control Point System (Video)
- HACCP Plant Implementation and Records Management, revised 2007 (DVD and Workbook)
- Ohio State University
- HACCP Self-Study Training Package (Video and booklet) [S]
- Meeting the Requirements for Federal or State Meat Inspections: SSOP and HACCP Basics (DVD) Minnesota Department of Agriculture [S, H]
- Supporting Documentation Materials for HACCP Decisions, revised 2007 (Workbook)
- Ohio State University
- Process Validation Workshop (Three-tape video set and booklet) [S - booklet only]
- Control of *Listeria monocytogenes* in Small Meat and Poultry Establishments (DVD and booklet) Pennsylvania State University
- Control of *Listeria monocytogenes* in Retail Establishments (DVD and booklet) Pennsylvania State University
- Listeria Guidelines for Industry (Booklet)
- USDA
- *Listeria monocytogenes* FSIS Workshop (Video/Closed captioning)
- FSIS *Listeria monocytogenes* Workbook, Fall 2003 [S]
- Implementation of a Post-Packaging Heat Treatment to Reduce *Listeria monocytogenes* on Ready-to-Eat Meat Products for Very Small and Small Establishments (DVD and booklet) Pennsylvania State University
- *E. coli* Reassessment Information Package (Three documents)
- *E. coli* O157:H7 Directive Updates, Advancing Public Health (DVD and FSIS Workbook)

- New Plant Orientation: Safe and Easy
- New Mexico State University (DVD) [S, N]
- Specified Risk Materials - Identification, Removal and Disposal (DVD) NY State Department of Agriculture and Markets
- The ABCs of BSE: Preventing Bovine Spongiform Encephalopathy from Entering the U.S. Meat Supply (DVD and FSIS Workbook)
- Ethnic Foods: Meeting the Challenge (DVD)
- Georgia Food Safety Task Force
- Celebrating Safe Foods at Pow Wows (DVD)
- Montana State University
- Retail Meat and Poultry Training Modules (DVD) Minnesota Department of Agriculture [S]
- Food Safety Resources (Brochure, 2007) [S]

Food Defense Materials

- FSIS Safety and Security Guidelines for the Transportation and Distribution of Meat, Poultry, and Egg Products
- FSIS Security Guidelines for Food Processors [S, C, K, V]
- Developing a Food Defense Plan for Meat and Poultry Slaughter and Processing Plants (Booklet) FSIS
- Food Defense: Security in a Foodservice Operation (DVD) South Dakota State University

KEY: Spanish [S], Chinese [C], Korean [K], Vietnamese [V], Navajo [N], Hmong [H].

If you are requesting the item in a non-English format, circle the desired language key.